



## You want to work. Where can you look for a job?

- ◆ One-Stop Career Centers
- ◆ Libraries
- ◆ Newspapers
- ◆ Internet
- ◆ Network with friends, family and neighbors
- ◆ Informational Interviews
- ◆ Volunteer Experience

*This fact sheet and others can be found at [www.mdod.maryland.gov](http://www.mdod.maryland.gov) and [www.mdworkforcepromise.org](http://www.mdworkforcepromise.org).*

*Questions?*

*Contact the Maryland  
Department of Disabilities.*

# Where the Jobs Are

## Overview

With so many resources available to help people find jobs, it can be confusing and overwhelming as to where to start. This fact sheet is designed to give you ideas about where you can start your job search.

## Where to start

At **One-Stop Career Centers** you can look for a job by yourself or you can receive help looking for jobs. Staff can help you find job openings that are listed in the newspaper or on the internet. Staff can also assist in finding jobs before they are listed. If you are unsure about what type of job you want, they have tools that can assist you.

One-Stop Career Centers have information on jobs to help answer some questions you may have, such as:

- ◆ What tasks would I do for a specific job?
- ◆ How much will I get paid?
- ◆ Do I need special training?
- ◆ Does this job match my skills and interests?

Your **local library** is another place where you can get job seeking information and use their computers. Libraries have local and larger city newspapers as well.

**Newspapers** have employment sections every day, and most have a larger section on Saturday or Sunday. Most newspapers have job listings on-line as well. The jobs listed on-line are typically updated daily. The business sections have information about new businesses or expansions in your local area.

The **internet** offers many sites where you can look for jobs. It is best to use more than one site. If you know that you want to look for a job in a specific field, there are sites that focus on specific locations or types of jobs. You should also look at sites that are local to your city or state. If you need help in finding local sites, your One-Stop Career Center should be able to help you. If you are interested in a specific company, look at its site for job openings.

**Job sites** allow you to apply directly online and post your résumé. Some sites will send you an email with new job listings that

meet your needs. Many sites also offer career resources, such as résumé and interviewing tips, salary information and information about specific jobs.

The most popular job search sites are:

- ◆ *Monster*
- ◆ *CareerBuilder*
- ◆ *Yahoo!HotJobs*
- ◆ *America's Job Bank*

Sites that are specific to individuals with disabilities include:

- ◆ *Disabledperson.com*
- ◆ *JobAccess*
- ◆ *Disability Jobsite*

For website addresses, look at the resource section of this fact sheet.

You may be asked to provide a **scannable résumé**. This is a résumé that you could send to someone as an email or put on a job search site. A scannable résumé has the same information that a traditional résumé has but uses simple formatting without bullets, graphics, shading, etc.

# Networking

Networking is an important part of the job search. Networking means talking to friends, family and other people you know to find information about businesses and job openings.

Networking can:

- ♦ Help you find out about jobs that are not listed.
  - ♦ Help you get noticed. If someone you know recommends you for a job at their workplace, you have a better chance of getting an interview.
- ♦ Family members
  - ♦ Friends
  - ♦ People with whom you went to school
  - ♦ Neighbors
  - ♦ People with whom you work or have worked
  - ♦ Bosses

How should you start networking? Make a list of people you know. Call or meet with them and talk about what kind of job you want. Ask them to keep you in mind if they hear about job openings that fit your interests. The people you contact might also be a good resource for informational interviews or volunteer opportunities.

## Informational Interviews and Volunteering

Conduct **informational interviews** with people you know to discover the realities of the jobs that interest you. An informational interview involves talking with people who are currently working in the type of job in which you are interested. When you go to interview the person, have questions prepared, do not take more than 30 minutes of the person's time, dress professionally and thank the person for their time. Asking questions helps you to gain a better understanding of a particular job.

**Volunteering** is another way to find out about a specific job or business. Volunteering allows you to find out your likes and dislikes are and what you are looking for in a job. When volunteering, remember to be professional, honor the time you committed to volunteering and thank those with whom you volunteered for the opportunity.

## Resources

### General Internet Sites:

*America's Job Bank* - This site allows you to look for jobs the state has open. You can also post your résumé.  
Website: [www.ajb.org](http://www.ajb.org)

*CareerBuilder* - You can post your résumé and search for a job.  
Website: [www.careerbuilder.com](http://www.careerbuilder.com)

*Monster* - This is the internet's most popular national site.  
Website: [www.monster.com](http://www.monster.com)

*Yahoo!HotJobs* - You can post your résumé and search for a job.  
Website: [www.hotjobs.com](http://www.hotjobs.com)

### Federal Government Sites:

*FedWorld.gov* - This site allows you to search for federal jobs.  
Website: [www.fedworld.gov](http://www.fedworld.gov)

*USA Jobs* - This is the official site of the federal government for job listings.  
Website: [www.usajobs.opm.gov](http://www.usajobs.opm.gov)

### Disability Specific Sites:

*Disabledperson.com* - This site has job listings.  
Website: [www.disabledperson.com/recruitability.asp](http://www.disabledperson.com/recruitability.asp)

*Disability Jobsite* - This site has job listings, career resources, and you can post your résumé.  
Website: [www.disabilityjobsite.com](http://www.disabilityjobsite.com)

*JobAccess* - This site has job listings, information on the ADA, and résumé postings.  
Website: [www.jobaccess.org](http://www.jobaccess.org)

### Additional Information:

*America's Service Locator*  
(to locate your local One-Stop Career Center)  
Voice: (877) 348-0502  
TTY: (877) 348-0501  
Website: [www.servicelocator.org](http://www.servicelocator.org)

### *DisabilityInfo.gov*

[www.DisabilityInfo.gov](http://www.DisabilityInfo.gov) is a website that has employment tips specific to job seekers with disabilities. At [www.DisabilityInfo.gov](http://www.DisabilityInfo.gov) you can find more information on how to find jobs.

### *Maryland Department of Disabilities*

Voice/TTY: (410) 767-3660  
Voice/TTY: (800) 637-4113  
Email: [mdod@mdod.state.md.us](mailto:mdod@mdod.state.md.us)  
Website: [www.mdod.maryland.gov](http://www.mdod.maryland.gov)

### *Maryland Disability WorkFORCE Information Exchange*

Voice: (301) 662-0099  
TTY: (301) 662-4853  
Email: [info@mdworkforcepromise.org](mailto:info@mdworkforcepromise.org)  
Website: [www.mdworkforcepromise.org](http://www.mdworkforcepromise.org)

### *Maryland Workforce Exchange*

Website: <https://mwef.dllr.state.md.us>